

Minutes of Finance Committee-Draft

DATE: January 14, 2009

LOCATION: Sanford Hall, Medway Town Hall
Medway, MA 02053

PRESENT: Frank Faist, Eric Arbeene (arrived late), Jeff Devolder, Phil Giangarra, Jan Fish, Mark Brown, Larry Ellsworth, Phyllis Cerel, Paul Marble

ABSENT:

GUESTS: Suzanne Kennedy, Melanie Phillips, Carol Pratt, Barbara Saint Andre

PURPOSE: Regular Monthly Meeting

Frank Faist called the Finance Committee (Fin Com) meeting to order at 7:07pm.

Chairman Frank Faist introduced Shirley Bliss as the new Secretary for the Finance Committee. Shirley will take over for Wendy Harrington after tonight's meeting.

TOWN CHARTER PRESENTATION-Barbara Saint Andre

Town Counsel, Barbara Saint Andre was present to discuss the Finance Committee's role as it pertains to the New Charter of the Town. Town Counsel explained that the Charter takes precedence over all laws and is essentially "the Constitution" of Medway.

The Board of Selectmen and Town Administrator's office set the policy, which ultimately ends up being presented to the Town at Town Meeting. The Finance Committee advises Town Meeting and acts on behalf of the Town.

Town Counsel explained that in years past the Finance Committee was established to keep an eye on the town and its finances because Town Meeting is only held once or twice a year. The Finance Committee has the first right to make adjustments/amendments to the budget. Attorney Saint Andre also explained that Town Meeting is a blend of legal requirements, town by-laws and town traditions.

Chairman Faist voiced his concern regarding the mechanics of producing the report that is mailed to the tax payers.

Town Counsel reiterated that it is the Selectmen's budget that is to be presented and the issue remains as to how the FinCom will present their opinion in the booklet and on Town Meeting floor. A discussion took place regarding which group would make the motions, the Selectmen or the Finance Committee. Attorney Saint Andre thinks that having the Selectmen present the budget and making the motions is the cleanest, clearest and least confusing way to present to the Town. The town meeting booklet is a matter of tradition which will need to be discussed and agreed on by the Selectmen and the Finance Committee. Chairman Faist asked that this be addressed in the near future as time is short and he would rather have a decision on this now instead of at the last minute.

Bob Pirella, Government Study Committee, which helped to write the Charter, was present and offered that change brings confusion and mentioned that Article 2-6.2 explains the Finance

Committee's role explicitly. Mr. Pirella explained that it was their intention for the Selectmen to set the policy and it is up to every other board to stick to the policy.

A brief discussion took place regarding planning articles and members agreed that planning articles with no financial impact on the town need to be reviewed. Town Counsel also advised that articles being presented at other public hearings do not need to be heard by the Finance Committee at a second hearing. Phil cautioned the committee that not all financial impacts are obvious.

BOARD OF ASSESSORS/BOARD OF SELECTMEN DISCUSSION ON 15 Dec 2008 changes to FY09 REVENUE AND APPROPRIATIONS-Town Administrator, Suzanne Kennedy and Town Accountant, Carol Pratt

Administrator Kennedy and Town Accountant, Carol Pratt presented an illustration that would help to explain the actions of the assessor's and Board of Selectmen from the 12/15/08 Selectmen's meeting. The numbers in the hand out did not reflect actual figures; the numbers presented were used only as an exercise to explain the process of determining a tax rate.

REVIEW OF PROPOSED TOWN MEETING CALENDAR

Administrator Kennedy explained the reason for holding a Special Town Meeting on February 24, 2009 is to transfer funds from salary reserve to specific line items to fund the municipal contract that was ratified recently. It is possible that other warrant articles may be presented as well.

Jan asked that warrant articles be sent out to Fincom members ahead of time so that they can more carefully be reviewed before the public hearing on 2/11/09.

CIPC ETR REQUEST-Jim Palladino CIPC Chairman

Chairman Palladino has come before the Finance Committee to request an Emergency Transfer in the amount of \$1,120.00 to pay for the CIPC's administrative support hourly wages that have exceeded the budgeted amount for this budget cycle. This overage was due to a more compressed meeting schedule which was not anticipated. The CIPC have revised their budget for the upcoming year and this \$1,120.00 will carry CIPC through June 30, 2009. The funds requested will be transferred from the FinCom reserve account which has a current balance of \$92,315.00.

Motion by Larry to approve the emergency transfer request of \$1,120.00 from FinCom reserve to CIPC salary; Seconded by Jeff; no discussion; all in favor.

FINANCE COMMITTEE VOLUNTEER TO RFP PANEL FOR COMMUNITY FARM

Susy Affleck-Childs, Planning Board Assistant has requested a member of FinCom serve on a panel to help review the bids that come in from the RFP for the Medway Community Farm. Phyllis Cerel volunteered to be the volunteer from FinCom.

FINANCE COMMITTEE BUDGET SCHEDULE REVIEW

Frank reviewed the current budget schedule with FinCom members. A revised schedule will be sent to Administrator Kennedy so that her office can arrange for all departments to be notified of their respective meeting times.

Diane Borgatti, School Committee Chairman has asked for a joint meeting so that the School Committee can discuss their budget with the FinCom. This meeting is set for 1/22/09 7pm in the School Committee room. Frank requested that questions be submitted to him in advance of the meeting, so that he can forward them to the School Committee.

The committee mentioned that they have not received a revised Budget Policy Statement to date.

FinCom Budget Status

Phil advised that the discrepancy of \$170.61 discussed last month has been resolved, but after receiving documentation from the Town Accountant this month there is a disputed amount of \$128.07 posted under postage. The Secretary advised the only amount added to postage was a FedEx charge for \$24.57. After some discussion it was determined that the remaining amount could be for a legal ad for the public hearing held before the Fall Town Meeting. Phil will discuss this discrepancy with the Town Accountant.

Item	Budgeted	Spent
Salaries	\$ 2,224.00	\$ 932.74
Expenses	\$ 4,550.00	\$ 395.18
Reserve	\$100,000.00	\$ 7,685.00

Meeting Minutes

Motion by Paul to approve the minutes from 12/10/08 as amended; seconded by Phil; no discussion; all in favor

Secretary Pay

Motion by Jan to approve secretary pay of 4.5 hours totaling \$56.34 from 12/13/08 to 1/9/09; Seconded by Phyllis; no discussion; all in favor

Outstanding items

All outstanding items have been addressed.

Liaison Reports

Eric-Nothing to report

Paul-Nothing to report

Mark-Nothing more to report from CIPC

Larry-The Revenue Enhancement Committee meeting again on Tuesday

Frank-

Phil- Nothing relating to money to report. There is a new development off West Street requiring a special permit almost approved.

Jan-The Planning board is identifying changes to zoning laws and planning rules.

Jeff-The School Committee budget presentation is posted on the School's website; items of particular interest appear in the back with comparative data that members may be interested in reading.

Phyllis-The library is not comfortable coming to FinCom for an ETR to pay for the heating system repairs. The library will fund the repairs with interest from the Trust.

Motion by Jan to adjourn at 8:40pm; seconded by Phyllis: no discussion; all in favor.

Respectfully submitted,
Wendy Harrington
Finance Committee Secretary



Medway Finance Committee

155 Village Street
Medway, Massachusetts 02053

Frank Faist, Chairman
Larry Ellsworth, Vice Chairman
Phil Giangarra, Clerk
Eric Arbeene, Member
Mark Brown, Member
Phyllis Cerel, Member
Jeff Devolder, Member
Jan Fish, Member
Paul Marble, Member

Meeting Minutes: January 22, 2009
Joint Meeting with the Medway School Committee
School Committee Meeting Room
Medway Middle School

Call to Order: This joint meeting of the Medway School Committee and the Medway Finance Committee was called to order by School Committee Chairman Diane Borgatti at: 7:05pm.

Members Present:

Finance Committee: Frank Faist, Chairman, Larry Ellsworth, Vice Chairman, Phil Giangarra, Clerk and Members: Erica Arbeene, Mark Brown, Phyllis Cerel, Jeff DeVolder, Jan Fish, Paul Marble and Administrative Assistant Shirley Bliss.

School Committee: Chairman Diane Borgatti, Vice Chairman, Debora Trindade, Members, Shelley Wieler, Dawn Rice-Norton, Carle Bernstein, Steven Dahl, School Superintendent, Judith Evan, School Accountant David Verdolino, and Administrative Assistant Carol Villa

Guest Present: None

The purpose of this joint meeting was for the Finance Committee to bring forth their questions on the preliminary FY10 school budget.

Discussions:

Each member of the Finance Committee was allowed to ask as many questions as they had. Jan Fish questioned the elevator project as well as the need for new rivets in the High School bathrooms. She was told by the Committee that these items as being worked on. Ms. Fish also asked for an update on TRANE; was there a contract in the works, financing, where would it come from and what progress on that part of the project is. Ms. Fish and this Committee was informed that financing was being worked on and the more information would be given when they have it.

Jeff Devolder requested information on the increased number of Special Education Students. Superintendent Evans and David Verdolino explained that school year 2009 found an increase in the number of students needing to be sent out of district to be serviced. They also explained that costs are up and the Circuit Breaker reimbursement program is staying stable although no carry over of funds is expected. The costs per student going out of district changes as the needs of the child change. Transportation costs are being kept under control.

Paul Marble expressed his concern over the current budget as it is being presented. The School Committee has presented both a level funded and a level services budget. The level funded budget includes cuts in many areas, the level services budget included on 1 half time staff cut. Public hearings will be scheduled in the near future.

Frank Faist questioned the \$880,000 in salary increases. The Superintendent explained this as: contractual agreements, retirements, staff turnovers, step increased and salary settlements. Ms. Evans also stressed that Special Education services cannot be change; as they are federally mandated. Ms. Evans also explained that several grants fund staffing positions in the Special Education Department, she feels that these grants are likely to continue as most are federal entitlement grants. Should they not, then programs and staff positions funded with these grants will no longer be offered/staffed. Mr. Faist also requested a clarification on the "revolving funds". It was explained that the only revolving funds were the school lunches, athletic fees and the pre-kindergarten tuition. Funds from these accounts are used to maintain these programs. Mr. Faist then questioned the number of school employees; with the cost of 60 paraprofessionals seen as high. Mr. Faist did state that he liked the new budget format as it lends itself to more construction questioning.

Mark Brown requested more information on the full day kindergarten program. Tuition is set but is also open to deferrals and reduced tuition based upon ability to pay. It was stated that a slight increase in tuition is anticipated for school year 2009-2010.

As there were not more questions from this Committee, Superintendent Evans, thanked the Committee for all it's help and expressed an interest in working both with this Committee and the residents of Medway to achieve the best possible budget.

Adjournment:

With no further business with the School Committee the Finance Committee portion of this meeting was adjourned at: 8:10pm.



Medway Finance Committee

155 Village Street
Medway, Massachusetts 02053

Frank Faist, Chairman
Larry Ellsworth, Vice Chairman
Phil Giangarra, Clerk
Eric Arbeene, Member
Mark Brown, Member
Phyllis Cerel, Member
Jeff Devolder, Member
Jan Fish, Member
Paul Marble, Member

Meeting Minutes: February 11, 2009
Sanford Hall
Medway Town Hall

Call to Order: With a quorum being met, this meeting was called to order by Chairman Faist at: 7:11pm.

Members Present: Frank Faist, Chairman, Larry Ellsworth, Vice Chairman, Phil Giangarra, Clerk and Members: Jeff DeVolder, Jan Fish, Paul Marble and Administrative Assistant Shirley Bliss.

Guest Present: School Committee members: Shelly Wieler, Carole Bernstein, Dawn Rice-Norton, Stephen Dahl, School Superintendent, Judith Evans, and School Business Manager, David Verdolino. TRANE representative Leo McNeil; Milford Daily News Reporter: Aaron Wasserman.

FinCom Budget Status: Phil reported the current balances as:

	Budget	Spent to date:	Balance:
Salaries	2224.00	\$1431.00	\$793.00
Expenses	\$4500.00	\$ 395.18	\$4104.82
Reserves:	\$100,000.00	\$7685.00	\$92,315.00

Payroll:

A motion was made by Paul and seconded by Jan to approve payroll for Wendy Harrington as presented:
Hours: 9.25 January 10, 2009 – January 16, 2009 Total Payroll: \$121.36
Vote: 6-0-0

Town Account: Carole Pratt:

Carol Pratt discussed the Articles that needed further information than what was available at the closing of the warrant.

Article 2 – Transfer of funds from the Water Enterprise Fund for the purpose of funding the MUNIS financial software system.

Ms. Pratt explained that the transferred amount of: \$35,276 represents the utilities share of the software costs.

FINCOM Vote: Approved

Article 3 – The transfer of funds from the Solid Waste Enterprise Fund for the purpose of funding the MUNIS financial software.

This transfer represents this utilities share of the software costs. **FINCOM Vote: Approved**

Article 4 – Transfer a sum of money to fund the costs items for FY2008 and FY2009 to fund collective bargaining agreement. These monies will be used to fund pay raises agreed upon for civilian employees.

FINCOM Vote: Approved

Article 5 – Article was dismissed

Article 6 – Transfer funds from the salary reserve, a sum of money to fund 2 additional days for FY09. These funds (\$13,781.00) are being transferred in preparation of the extra payroll funds needed in each leap year. **FINCOM Vote: Approved**

Article 7 - This is a placeholder and was approved as presented with no State or Local reduction notification has been received.

FINCOM Vote: Approved

Article 8 - Transfer of funds in the amount of \$12,174.00 which represents payment to the residents of 13 Cottage Street whose home was flooded with sewerage; due to a manhole backing up. This article needs to receive Town Meeting approval as it is a insurance settlement payment. **FINCOM Vote:**

Approved

Article 9 – Transfer of funds for the purpose of funding an energy management services contract between the Town of Medway and TRANE. **FINCOM Vote: This article was discussed and will be decided on the floor of the STM.**

Article 10 – This article is requesting the sum of \$75,000.00 be transferred from the Water Department Enterprise Fund to the Water Emergency account; this is necessary to cover payroll expenses that were higher than anticipated due to the numerous water main breaks this past fiscal year. **FINCOM Vote:**

Approved

Article 11 – This article is requesting the sum of \$20,000.00 be transferred from the Water Department Enterprise Fund to the Expense Chemical account; this is necessary to cover chemical needs of the numerous water main breaks this past fiscal year.

FINCOM Vote: Approved

Article 12 – This article is requesting the sum of \$10,000.00 be transferred from the Water Department Enterprise Fund to the Salary Overtime account; to cover the overtime costs necessary to fix the water main breaks. **FINCOM Vote: Approved**

Article 13 – Town Treasurer/Tax Collector Melanie Phillips

Ms. Phillips explained that the State allows each town to set their Demand Fees with the maximum being \$30.00. This article is requesting that the current Demand issued charge which is currently \$5.00 be doubled to \$10.00. Based upon past years revenue at \$5.00 (\$14,000) the jump to \$10.00 will generate approximately \$25,000.00 in revenue. **FINCOM Vote: Approved**

Article 14 – This article is asking that the Board of Selectman be allowed to place a question on the ballot which would dissolve the current Water and Sewer Commission and in turn give control of this department to the Board of Selectman.

FINCOM Vote: Approved

Article 15 – This article was requested by the Chief of Police and placed on the Warrant by the Board of Selectman. This article is requesting a language change in the article concerning person's consuming alcoholic beverages and where they may not.

FINCOM Vote: Approved

Article 16 – This article was requested by the Chief of Police and placed on the Warrant by the Board of Selectman. This article is requesting a change in wording on the "Regulation of Door to Door Soliciting and Canvassing.

FINCOM Vote: This article was discussed and will be decided on the floor of the STM

Article 17 – This article is requesting a change in the Historical Properties Article XVII from "14 days" to "60 days".

FINCOM Vote: This article was discussed and will be decided on the floor of the STM

Adjournment: With the time being 7:30pm this regular meeting of the Finance Committee was adjourned at 7:30pm; with the reason of entering into the scheduled and published Public Meeting; with the intention of returning to this regular meeting.

Call to Order: With the business of the Public Meeting all covered Chairman Faist called this meeting to order at: 7:51pm with the purpose of continuing the regularly scheduled meeting of this Committee.

TRANE – Energy Management Contract Presentation:

School Committee Member Shelly Wieler, Medway Superintendent, Judith Evans, School Finance Manager David Verdolino, and TRANE representative Leo McNeil show this Committee a PowerPoint presentation of the benefits and costs of this program. The School Committee came before the FINCOM to receive it's backing for this program. This Energy Management Contract would span 20 years and save the Town 16 million over that time period, the cost to the town is \$4,360,318. The School Committee through Warrant Article #9 is asking the Town to "transfer available fund, and/or borrow" this money. The presentation showed that the Town can save \$7,975,790 over the length of the contract; with the annual savings being \$267,841 which represents a 23% reduction in usage of energy units, not cash. This figure is based upon the fact that currently the Town is charged the entire month based upon its highest usage period. This program will end any peak times; leading to no "peak time" rate. This contract would also allow \$4.2M of "green" infrastructure improvements to school buildings, at no cost to the town; improved learning environments, as the classroom would be climate control to achieve maximum learning. TRANE has agreed to replace and handle any integration issues that may arise during the installation. Installation will take approximately 12 months; with the central automation control being located in the Middle School in the Superintendent's corridor. The costs of this contract would be paid through future savings in utility costs. TRANE has agreed to apply for any and all available grants to assist the town in saving even more; approximately \$800,000 is already in the works in the form of grants and rebates. Being that this project is "shovel-ready" is a plus when applying for monies. The school utility budget would not increase it would decrease but a new line item for the debt service would be added, but the total would remain the same. The School Committee considers this contract to be a "win-win" for the Town; as TRANE guarantees savings and should this guarantee NOT be reached TRANE will write Medway a check for the difference. Should more than the "guaranteed" savings be achieved the money is the Town's to keep. When questioned as to how many shortfall checks TRANE has had to write Mr. McNeil answered five (5), he will provide this Committee with that information. Town Treasure/Tax Collector Melanie Phillips did request that the part of the presentation that stated that she had a chance to look at and make correction changes be stricken, as she was not involved until a meeting in October, 2008.

Solar panels for the roof of the High School are also part of this plan. When questioned it was determined that future growth of any surrounding trees is not a problem due to the distance of the trees from the building. The issue of maintenance and snow clearance was also discussed and TRANE replied that the panels will be installed on an angle, making snow a non-issue. It was also stated by TRANE that the solar panels were guaranteed for 25 years. The other school buildings are not included due to the lack of sunshine they receive. Members of the School Committee stressed that this is money the Town is already spending on utility bills, and that the contract is already signed and they will move ahead with plan. A discussion was also held as to when acceptance by the Town would happen, was there a checklist in place and who determines that the checklist is done. It was relayed that Exhibit B of the contract handles this. Mr. McNeil of TRANE stated that they have a vested interest in making sure the contract is followed; Superintendent Evans also stated that they school will be working closely with TRANE to make sure the contract is adhered to. It was stated the Mr. McLean the Facilities Manager would be the contact person for the school system. Ms. Evans also stated that the signed contract is contingent upon the Town finding "acceptable" financing.

Payment options were also discussed. Leasing was determined to be a non-option due to the current leasing rates of 3.5% to 4.5%. Leasing also requires that you lease the full amount of the project all at once, and begin paying upon acceptance of installation. Bonding of the necessary 3.5m – 3.7m would be the least expensive way to go as currently bonding rates are closer to 2.5%. Bonding also allows the Town to borrow the money as needed in accordance with TRANE payment schedule. Bonding also allows not only more savings; but also the most flexibility. Any debt service caused by this project will be paid for out of the savings received. There were questions as to the amount to be bonded, as the amount of if any stimulus money, and/or rebates that maybe received is still unknown. This was a concern of this Committee. Melanie Phillips will forward to this Committee the calculator used to determine debt service payments.

TRANE – Energy Management Contract (continued):

Maintenance contracts were also discussed in so much that it will cost the town \$38,751 per year; with TRANE giving a 12 month warranty on all pieces they install. This maintenance agreement is renewable on a yearly basis and can be cancelled at any time.

With so many unanswered questions this Committee asked if this article could be withdrawn and placed on the May Town Warrant. Superintendent Evans suggested that would be too late, as there is a long lead time, and they would like to install in the summer with no students in the area. She also stressed that waiting would only cost the town more money in utility costs, contract terms may change and bond rates could rise.

Upon the completion of the 2 hour presentation and question and answer period, this Committee decided to discuss this article further and render their decision on the night of the STM.

After a very lengthy discussion both with and without the School Committee, this Committee was still left with many questions. This Committee had asked for and not received a copy of the contract, the RFP or the RFQ. Mr. Verdolino explained that there were 4 responses to the RFP and that it was placed on the Central Data Base; he also stated that four (4) copies of the contract were left with the Town Administrator. In response to this Committee's questions it was further explained that this is a Single Source Contract and that TRANE will handle all work and subcontractors. This Committee also questioned if references and claimed returns had been checked and verified, Mr. Verdolino replied that he felt that that was not necessary. This Committee has issues with spending money now based upon probable future earnings.

Continuance of Meeting:

Medway By-Laws require the unanimous passing of a motion to continue a meeting past 10:00pm. With that Larry Ellsworth motioned and Paul Marble seconded that this meeting be continued past the hour of 10:00pm. Vote 6-0-0.

Warrant Articles – Finance Committee Recommendations:

It was suggested and agreed to by Committee members that approval/disapproval of warrant articles would be done through a "Consent Calendar".

Articles 1 – 8 and Articles 10-15: Phil Giangarra motioned and Larry Ellsworth seconded their approval as written. FinCom approved 6-0-0.

After further discussion Larry Ellsworth amended the motion of omit #5 for reasons that this article was already dismissed. The motion to exclude Article #5 was seconded and unanimously agreed upon. Vote 6-0-0

Article 9: TRANE will be further looked into and decided the night of the STM.

Article 16: Questions were raised as to where certain "non-profit" groups would fall in this new description of soliciting/canvassing by-law. Further discussion will take on the night of the STM.

Article 17: Phil Giangarra has questions on the change of days from "14" to "60". Further discussion will take on the night of the STM.

Action Items and items to be received and discussed at the February 24, 2009 – Pre-Town Meeting:

- Copy of TRANE contract
- Copy of Acceptance Criteria
- Payments from TRANE
- Debt Calculator from Melanie Phillips
- TRANE – History of work with other towns – savings to date figures
- RFQ – qualifications
- What happens if TRANE goes out of business?
- Town must be the debt service holder, how will payments be handled?

Report of the Chairman:

Chairman Faist asked each member to look into receiving quotes for printing. Currently has one (1) quote for \$2700.00; Tri-County was contacted but does not have the capabilities to print this report.

Tri-County Budget Meeting: Wednesday, February 18, 2009 – 7:00pm. Their budget is ready and can be picked up at the Tri-County Business Office after February 13th.

February 23, 2009 there is a FY10 – Chapter 70 net spending seminar if anyone is interested in attending. Town Administrator Suzanne Kennedy has funds to pay for your attendance. If interested please let Frank know.

Adjournment:

With no further business before this Committee a motion was made by Larry Ellsworth; seconded by Paul Marble and unanimously agreed to by the Committee to adjourn at: 10:52pm. Vote 6-0-0



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

Approved:

Meeting Minutes: February 23, 2009
Medway High School – Library

Call to Order: With a quorum being met this meeting was called to order at: 7:02pm.

Members Present: Chairman Frank Faist, Vice Chairman Larry Ellsworth, Clerk Phil Giangarra, Member Phyllis Cerel, Member Jeffrey DeVolder, Member Jan Fish, Member Paul Marble, and Administrative Assistant Shirley Bliss.

Guests Present: School Committee members: Chairman Diane Borgatti, Shelley Wieler, Debra Trindade, Carole Bernstein, School Superintendent, Judith Evans and David Verdolino.

TRANE Representatives: Mark Heliliski, Yaju Chauhan, Chris Marshall, Leo McNeil.

Reporter: Aaron Wasserman,

Board of Selectman Representatives: Chairman Glenn Trindade, Member Andy Espinosa, Member Dennis Crowley, Member John Dunn, Member John Forresto and BOS Administrative Assistant Wendy Harrington.

Town Administrator Suzanne Kennedy.

Town Moderator: Mark Cerel

Consent Calendar vote from February 17, 2009 meeting:

Chairman Faist requested and received a motion to re-open and discuss further the consent calendar agreed to. A motion was made by Phil Giangarra and seconded by Jeff DeVolder to reopen and discuss this article. Chairman Faist explained that Article #7 the use of free cash has since been dismissed by the Board of Selectman; as monies have been found to cover the monies requested in this article. A motion was made by Phil Giangarra to dismiss this article, seconded by Jeff DeVolder and unanimously by a vote of 7-0-0 to recommend dismissal of this article at the Special Town Meeting on February 24, 2009.

A motion was made by Phil Giangarra and seconded by Phyllis Cerel to reopen the discussion on Article 14, a request brought forward by the Board of Selectman asking that they be allowed to submit a ballot question; requesting the Town to allow the BOS to act as the Water and Sewer Commission. Chairman Faist explained that there was not enough time to legally make the requested changes. A motion was made by Larry Ellsworth and seconded by Phil Giangarra and unanimously agreed to by a vote of 7-0-0 to recommend dismissal of Article 14.

TRANE Project:

A lengthy discussion was held concerning the request of the School Committee to put forward an article requesting the Town bond 4.2million to fund an energy management system for the Medway schools.

In conclusion of many hours of meetings it has been agreed upon by the School Committee, Board of Selectman and The Finance Committee that an independent committee made up of 7 people, two (2) Board of Selectman members, two (2) School Committee members, one (1) Finance Committee member and two (2) Member Citizens. This Committee will write, publish, and review responses to and RFP for an energy management consultant to review the current TRANE contract. This Committee has no more than eight (8) weeks to hire, have the consultant review, and present a report to the School Committee, Board of Selectman and the Finance Committee. This committee/consultant will verify all information presented by TRANE, speak with other town contracted with them, and review the contract, equipment reliability, maintenance agreement and do a complete background review.

This consultant will be paid for by the Town with a transfer from the Finance Committee emergency fund.

School Superintendent Judith Evans stressed that time is of the essence, as not only do some of the rebates expires, but there is an approximate 12 week lead time on some of the components of the system to be installed. Also with the change in the time line come changes to the contract and possibility the borrowing rate. Some of the possible rebates expire in July, 2009, but most can be re-applied for with the possibility of receiving more money than current rebate offers. Superintendent Evans also stressed that the School Committee and her office followed the letter of the law on this contract and waiting even longer to begin could possibility delay this project until Summer 2010, costing the school another year of the both high utility bills, and a less than perfect leaning environment for the students of Medway.

A lengthy discussion was had concerning the due diligence of the background checks done on the TRANE cooperation and their ability to deliver their promises. The payment plan and savings were also discussed as the contract requires a 50% payment of total costs upfront as well as 100% of the costs of the solar panels, with savings not realized until the 10th year of the 20 year contract. Leo McNeil from TRANE stated that this is written as a "performance contract", meaning TRANE will make, install and maintain the equipment. He also questioned the results of an independent contractor in so much as each person has their own ideas of what is correct. Do they then have to have discussions with the consultant, causing more time to lapse, putting this project further behind.

Bond repayment was discussed and the School Committee is stating that this project is "structured as self-funding." The annual costs for the bond will be paid from the school budget using the savings from this contract.

Adjournment: With no further business before this Committee, Phil Giangarra motioned and Jeff DeVolder second and with a unanimous vote of 7-0-0 this meeting was adjourned at 8:55pm.



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

Approved:

Meeting Minutes: February 24, 2009
Medway Middle School – Room 111

Call to Order: With a quorum being met Chairman Faist called this meeting to order at: 6:08.

Members Present: Chairman Frank Faist, Vice Chairman Larry Ellsworth, Clerk Phil Giangarra, Member Phyllis Cerel, Member Jeffrey DeVolder, Member Jan Fish, Member Paul Marble, and Administrative Assistant Shirley Bliss.

Guests Present: Rob Pomponio, Chairman Historical Commission, Chief Tingley, Chief of Police.

Article #17: Historical Commission requesting a change from 14 days to 60 days. Mr. Pomponio explain to the Committee that 14 days is no long enough to legal stop the destruction of an historical home. He further explained that in the past the Historical Commission is notified with only a week left and with all the rules required to post and meet they usually run out of time. This number of day change will give them more to investigate and analyze each situation before having to act.

Article #15: Policy Chief Tingley responded to questions from this Committee concerning the difference between the current Section 12.13 and the new one. Chief Tingley explained that it is being used to make sure that permits are issued to people wanting to sell items door to door. These permits will now be issued by the Policy Chief with having to go before the Board of Selectman. When questioned as to Youth Groups, he stated that people under the age of 17 are exempt from the application process and upon notification to the Police they will be issued temporary badges. This change also carries a fee of \$10.00 per permit and a fine of \$100.00 if selling without a permit.

Upon completion of both explanations a motion was made by Paul Marble; seconded by Larry Ellsworth and with a unanimous vote of 7-0-0 this Committee agreed to a recommendation of approval for Article 17 and Article 15. Note:

Article #9: TRANE Contract, it was announced that an agreement had been reached between the School Committee and the Board of Selectman that a review committee will be formed and given a maximum of 8 weeks to review and report its findings to these committees. This agreement does push the installation back until next year, but it also gives the Town more time to look at, review and understand the entire process. The Review Committee will be comprised of: Andy Rodenhiser; Andy Espinosa and Glenn Trindade of the Board of Selectman, Frank Faist from the Finance Committee and 2 yet to be name citizens.

Adjournment: With no further business before this Committee Phyllis Cerel motioned and Larry Ellsworth seconded and with a unanimous vote of 7-0-0 this meeting was adjourned at: 6:45pm.



Medway Finance Committee

155 Village Street
Medway, Massachusetts 02053

*Frank Faist, Chairman
Larry Ellsworth, Vice Chairman
Phil Giangarra, Clerk
Eric Arbeene, Member
Mark Brown, Member
Phyllis Cerel, Member
Jeff Devolder, Member
Jan Fish, Member
Paul Marble, Member*

Meeting Minutes: March 11, 2009
Sanford Hall
Medway Town Hall

Call to Order: With a quorum being met, this meeting was called to order by Chairman Faist at: 7:04pm.

Members Present: Frank Faist, Chairman, Larry Ellsworth, Vice Chairman, Phil Giangarra, Clerk and Members: Eric Arbeene, Mark Brown, Phyllis Cerel, Jeff DeVolder, Jan Fish, Paul Marble and Administrative Assistant Shirley Bliss.

Guest Present:

Board of Selectman members: Andy Espinosa, Denis Crowley, and Chairman Glenn Trindade.

School Committee members: Superintendent, Judith Evans, Dawn Rice-Norton, Carole Bernstein, Shelly Weiler, Stephen Dahl and Vice Chairman, Debra Trindade.

Town Administrator, Suzanne Kennedy, DPS Director Dave D'Amico, IT Director, Richard Boucher

ETR – ESCO Review Committee Consultant: In an agreement made between the BOS, FinCom and the School Committee a consultant was hired to review the TRANE contract. This emergency transfer is to cover the costs of this consultant who will be paid from funds in the BOS budget. With a motion from Larry Ellsworth and seconded from Paul Marble this committee agreed to an emergency transfer of \$10,000 to pay the consultant for the TRANE contract. Vote: 8-0-0.

Joint Meeting with the Board of Selectman: Chairman Glenn Trindade spoke on behalf of the Board of Selectman. Mr. Trindade stressed that their budget put forward was one based upon a goal of maintain current staffing and services. It also assumed a wage freeze across the board. The only increases proposed were for legal matters and mandated spending in the areas of step increases and special education. It also did not allow for any non-recurring items currently in the FY09 budget and the use of free cash to cover the anticipated 145k deficit.

Mr. Trindade also outlined other areas that the budget includes: merging library services with Franklin, creation of a Human Resources line item, creation of Information Services line item and new salary figures for both Police and Municipal employees. A sharp increase in the snow and ice line item was also mentioned; (FY09 currently over spent by \$600,000). Revenue projections were also discussed, as well as possible strategies for the pending State Stimulus money. A copy of The Board of Selectman's presentation is attached.

The merging of the Franklin and Medway libraries was discussed in as it could not only save Medway money, but also offer the Town more services then currently offered. This merger is under consideration, but all were cautioned that the final decision belongs to the Library Board of Trustees.

State Aid options: Mr. Trindade stated that because the numbers have not been released yet, several scenarios are being considered. On possibility is the postponing of the May Annual Town Meeting. The law states that you are able to continue/postpone as long as your budget is approved by June 30th. This was greeted with many questions form this Board concerning the time table in the printing of the book that must go to all town residents.

Joint Meeting with the Board of Selectman (continued):

School Superintendent Evans stated that she has been 99% assured that the Town of Medway will receive 1.6m in FY10 and another 1.6m in FY11 in Chapter 70 Special Education monies. Dr. Evans also stated that a percentage of that money may be used to introduce new programs. The concrete figures should come out by March 20th.

School Budget: FY10 budget has an increase of \$822,000, (a 3.7% increase from FY09) which represents a level needs budget. This Committee recommended that the School Committee develop a back up budget that matches the one put forward by the Board of Selectman. Increased is due to wage increases, bus and custodial contract increase, and special education changes. Current MCAS scores were questioned and discussed. Currently approximately 1/3 of the students failed one test. The school is currently working on a program to meet the learning needs of the children at the both low and the higher levels. The Superintendent was asked by this committee to look into ways of purchasing certain items such as paper, ink, toner in bulk and town wide to save money.

Questions/Request: Dave D'Amico asked if possible could the department heads receive any questions the FinCom has in advance to assure that they have the answer at their appointment. This Committee agreed with this request.

Meeting Minutes approval: The minutes from January 22, and February 11, 2009 were carried forward with no vote.

Liaison and subcommittee updates:

Jeff – No report

Phil – Planning Board has approved the Phase I of development on West Street. Phase I contains 18 units – 9 duplexes with 3 of them being reserved for affordable housing.

Jan – Master Plan is moving along. Requested pages in the Finance Committee Book, request granted.

Larry – No report

Eric – No report

Mark – No report

Phyllis – Organic Garden – wetlands have been flagged, hoping to plant in time for a crop this year.

Will begin to sell shares next year, 40 full and 80 half will be offered the first year. The contract between the Garden and the Town is being worked on and should be completed soon.

Paul – Open Space – Plan in place, held a Public Meeting to show the town its progress. Funding will come from State and The Upper Charles.

Frank – Asked each Committee member to begin working on their write up for the book. TRANE review committee has met, the RFQ has gone out and they have received and reviewed 3 of the 8 respondents. The remaining will be interview in the coming week with a final decision being made and the consultant working by March 20, 2009. Finance Committee Book – postage is an issue, the post office has a new way of handling this type of mail. Ad Print will be doing the printing as they had the best price.

Adjournment: With no further business before this Committee a motion was made (Phyllis Cerel) and seconded (Jan Fish) to adjourn this meeting at: 9:22pm. Vote: 8-0-0.



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

Approved:

Meeting Minutes: March 14, 2009
Sanford Hall, Medway Town Hall

Call to Order: With a quorum being met Chairman Faist called this meeting to order at: 8:05am.

Members Present: Chairman Frank Faist, Vice Chairman Larry Ellsworth, Member Mark Brown, Member Phyllis Cerel, Member Jeffrey DeVolder, Member Jan Fish, Member Paul Marble, and Administrative Assistant Shirley Bliss.

Appointments:

Suzanne Kennedy, BOS Budget:

Total Budget: \$240,234

Two new positions have been filled, Executive Assistant to Town Administrator and Human Resources Manager; both were hired at higher rates than originally posted increasing overall Town Administrator's budget by \$10,721. Budget also contains pay for 2 extra days to account for leap year. Fringe Benefits budget increase is due to change in Town Administrator's salary. Long and Short Term Disability are now being included in Human Resources budget. Advertising budget, each department will no longer have a line item; all advertising will be centralized and will be overseen by the Town Administrator.

Susan Ellis, Human Resources:

Total Budget: \$170,174

Currently budget funds come from several sources as Ms. Ellis did not begin work until January, 2009. Currently shares an assistant with Treasurer/Tax Collector's office. Salary of \$125,374 is Ms. Ellis only. Expenses include conference, educational reimbursements, pre-employment physicals, drug and alcohol testing. Health Insurance is currently being negotiated, it was suggested that the Town look into joining the State GIC program. Ms. Ellis explained that once you join, GIC takes control and the Town loses its ability to negotiate with the unions. Payroll: will go bi-weekly in January, 2010. This change will save the town money, there are also discussions concerning the sharing of a payroll person between the town and the school system.

Missy Dziczek, Council on Aging:**Total Budget: \$115,836**

Expenses: Heating: FY10 budget \$8000 increase is due to opening of addition. This year's bill was high due to the locking in at: \$4.60/gallon should go down next year. Electricity: FY10 budget: \$10,200 again due to the opening of the addition. Purchased Services: cleaning company, pest control, fire alarm system. Programs: budget up due to the offering of more programs and office help is backing to working 12 hours a week. Water and trash budgets are based upon current fiscal year, if rates go up, so will this budget. The Senior Center is considering using a dumpster to lower trash costs.

Richard Boucher, Informational Services**Total Budget: \$220,812**

Salaries include Mr. Boucher (\$91,052) and one Support Technician (\$41,760). Both positions will be shared by the Town and the School system. Mr. Boucher is looking for additional funds to purchase and install new phone systems, new staff and a 3% cost of living increase for him (\$2652), total new requests: \$70,412. The hiring of the new technician will allow problems to be fixed faster and give more support to the system. The new technician will also save in consultant fees. Expenses: (\$88,000) this budget includes computer equipment, software maintenance, office supplies, contracted repair services, training and internet access. Mr. Boucher hopes to replace outdated equipment, update current software, and train current staff to eliminate the need for outside support. Install town wide fiber optics, back up systems and disaster recovery systems. Mr. Boucher will look at purchasing refurbished equipment, as current many companies offer a 3 year warranty with their items. Some of his updates and purchases will be paid for through a Capital Improvement request, if approved at Town Meeting.

Robert Speroni, Building Department**Total Budget: \$143,031**

Salaries: \$137,831 an increase of \$8,590 due to a step increase for the secretary, longevity payments, step increase for the deputy. Inspection hourly rate will remain the same for FY10. Inspectors are Town employees, who are on call and receive no benefits. Current inspection costs: \$20.00. Mr. Speroni expects inspection revenue to grow. Mr. Speroni informed this Committee that in FY 07 permit and inspection fee income \$210,000; FY2008 was \$103,000, FY09 \$93,000. Building fees are down some due to the trend in building smaller houses and fewer large housing projects.

Melanie Phillips, Treasurer/Collector:**Total Budget: \$317,934**

Salaries: \$214,007 an decrease of \$18,921 the sharing of clerk with Human Resources. The budget does include an increase of \$12,979 for the Treasurer/Collector and increase of \$2,436 for the Assistant Collector. Ms. Phillips hopes to have more residents pay their bills electronically, as payments are received faster and there is no charge from the bank, unlike when payments are made with credit cards.

Debt Service: total expenses: \$3,418,097 this includes 50% of the sewer debt. This number will go up approximately \$55,000 should all CIPC requests pass at Town Meeting in June, 2009. This amount is down due to the transfer of money to the sewer enterprise fund, future water borrowing will be done through this account. Water enterprise funds are self supporting and do not affect the Town's bonding ability.

Suzanne Kennedy, Assessors Report**Total Budget: \$221,671**

Salaries: \$154,863 an increase of \$8,553 and an increase of \$694 in expenses for an overall increase of: 9,247. Salary numbers are due to contractual increases for both employees. A full study of the town will need to be done in FY12 with an anticipated cost of \$160,000; it was suggested that as these studies need to be done that monies should be budgeted each year to avoid the large hit all at once. Recruiting for a new Assessor has begun again, salary will need to be competitive and ability to use software proprietary.

Suzanne Kennedy, Camp Sunshine:**Total Budget: \$36,336**

Would like to see this moved to the School Department, but costs will go up. Looking into using stimulus funds to cover costs.

Veteran Services: No discussion held.

Cemeteries: No discussion held.

Disability Commission: No discussion held.

Memorial Commission: No discussion held.

Suzanne Kennedy, Legal:**Total Budget: \$140,000**

Fees up this year due to several long drawn out cases, contracts and employee issues, as of February, 2009 over budget by \$20,000. Ms. Kennedy expects to be back for more funds.

Finance Committee**Salaries: Total Budget: \$9,328**

A discussion was held about cutting number of meetings to stay in level funded budget. A concern was raised about ETR's; with fewer meetings they would have to wait until next meeting if requested too late for current meeting. Several members were against the reduction of meetings as too many things would remain unresolved for longer periods of time. Vice Chairman Larry Ellsworth will attend the next BOS meeting and request an additional \$1200 for Finance Committee salaries. Expenses: seem to be correctly budgeted.

Reserve:**Total Budget: \$100,000**

Will remain the same. A discussion will be held at a later date as to whether to request an increase based upon usage this year.

Adjournment: With no further business before this Committee Larry Ellsworth motioned and Paul Marble seconded and with a unanimous vote of 8-0-0 this meeting was adjourned at: 12:30pm.



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

Approved:

Meeting Minutes: April 1, 2009
Sanford Hall, Medway Town Hall

Call to Order: With a quorum being met Chairman Faist called this meeting to order at: 7:04pm.

Members Present: Chairman Frank Faist, Vice Chairman Larry Ellsworth, Member Mark Brown, Member Eric Arbenne, Member Phyllis Cerel, Member Jeffrey DeVolder, Member Jan Fish, Member Paul Marble, and Administrative Assistant Shirley Bliss.

Guests: School Committee Members: Shelley Wieler, Stephen Dahl and Dawn Rice-Norton.

New Business:

ETR: Tree Removal: \$8,000

The BOS has requested this transfer to take care of a tree located on town property at One Milford Street is badly damaged, split down to the street, and in danger of falling onto private property needs to be removed immediately. The cost is high due to the size of the tree and the need for a crane to take it down. This request also includes the cost to repair the sidewalk. Balance in FinCom Reserve as of February 28th: \$79,021 minus \$30,000 for TRANE Review Committee leave a balance of; \$49,021. Upon paying this the new balance: \$41,021. Paul Marble motioned and Phyllis Cerel seconded and with a unanimous vote of 7-0-0 this ETR request was granted.

Shaw Road:

Currently there are approximately 12 trees on town land tipping into the river. The roots of these trees are pulling out portions of the road and impacting the ability to drive that road. Removal of these trees will require a crane, and possibly the moving of telephone wires, costs is estimated at \$4,800. DPS Director Dave D'Amico will come before this Committee requesting funds, as soon as an estimate is received.

Adjournment: With the time being 7:30pm; this meeting was adjourned to open the posted Public Meeting.

mtg mins 4-01-09

Call to Order: With the business of the Public Meeting complete, a motion was made to close this public meeting and return to the regularly scheduled meeting of the Finance Committee at 7:46pm.

Meeting Schedule:

The following dates were approved as the schedule for The Finance Committee for the remainder of the current fiscal year:

April 29 th	Joint with School Committee
May 2	Joint with Board of Selectman
May 11 th	Special Town Meeting
May 13	Public Meeting to discussion Annual Town Meeting Warrant Articles
May 19 th	Town Election
May 20 th	Finance Committee book to printer
June 5 th	Finance Committee book to Post Office for mailing to town residents
June 10 th	Monthly meeting of Finance Committee
July 1 st	New members appointed to Committee

Approval of meeting minutes;

The following meeting minutes were approved as noted with unanimous 8-0-0 votes:

January 14, 2009	Approved as presented
January 22, 2009	Approved with noted amendments
February 23, 2009	Approved with noted amendments
February 24, 2009	Approved as presented
March 11, 2009	Approved with noted amendments

The following meeting minutes were carried forward as member Jeff DeVolder requested that the portion on TRANE be re-written. Mr. DeVolder will rewrite and submit to Committee for approval.

February 11, 2009

Warrant Articles:

Article One:

Snow and Ice removal budget: \$345,000.

Slightly more than needed, but still could get snow. Any monies left will fall to free cash.

Motion: Jeff DeVolder Seconded: Phyllis Cerel Vote: 8-0-0

Article Two:

Transfer \$7,347 from Solid Waste Enterprise Fund.

Motion: Jan Fish Seconded: Phyllis Cerel Vote: 8-0-0

Article Three:

Transfer \$19,495 from Water Department Enterprise Fund

Motion: Phyllis Cerel Seconded: Mark Brown Vote: 8-0-0

Article Four:

Transfer \$24,000 from FY09 Board of Assessors' Salary Account.

Motion: Paul Marble Seconded: Jan Fish Vote: 8-0-0

Article Five:

Transfer \$4,620.48 from Board of Assessors' Salary Account to pay outstanding bills from a prior year. Bills are connected to the Coakley Building at the High School. Bills were received 60 days after the closing of the FY08 and now require TM vote to pay.

Motion: Paul Marble Seconded: Jeff DeVolder Vote: 8-0-0

Article Six:

Transfer \$8,192 from the Police Department Academy and Uniform Account. Cost is needed to fund training academy, physical and out-fitting new officer.

Motion: Paul Marble Seconded: Jeff DeVolder Vote: 8-0-0

Article Seven:

Transfer \$4,112.48 which is unexpended balance of Article 20 of the June 2009 ATM which was appropriated for the paving and improvements to Blueberry Hill Road.

Motion: Larry Ellsworth Seconded: Jeff DeVolder Vote: 8-0-0

Article Eight:

To see if the Town will appropriate dome certified Free Cash \$8,000 to be used to remove an unsafe tree on Milford Street.

Motion to Dismiss Paul Marble Seconded: Jan Fish Vote: 8-0-0

Article Nine:

To see if the Town will vote to transfer available funds, or borrow sum for TRANE Us, Inc. energy management services.

School Committee Member, Shelley Wieler gave this Committee an update. The Consultant hired to review the current contract has been hired and has 3 weeks to complete her review and present her findings. She has done a site tour of the school. The review Committee has been meeting 2-3 times per week in an effort to get this settled in time to do the work this summer.

After a discussion a motion was made to hold off on a vote until a presentation has been done and a final dollar figure presented to this Committee.

Motion: Phyllis Cerel Seconded: Larry Ellsworth Vote 8-0-0

Approval of Secretary's Time Sheet:

Payment of \$536.86 was presented.

Time period: January 1, 2009 – March 31, 2009 Total Hours: 35.25

A motion was made to approve payroll payment of: \$536.86

Motion: Jan Fish Seconded: Phyllis Cerel Vote: 8-0-0

Salary Account Balance:

With the payment of the above current balance is: \$576.71

Liaison and subcommittee updates:

Phil: No report

Jeff: School Committee – Budget Sub-Committee:

1.6m coming in form of stimulus money, 50% to used for program improvements and 50% to stabilize programs, School Committee is looking for level funding from the Town, down .5 personnel; will consider taking on a portion of the IT Directors salary. Concerns: it school budget were to stay the same and grant money changes, Town would be left with the bill.

Jan: Planning Board:

Master Plan was presented, affordable housing project with 85% owner occupied, community vision is to have open space with town residents having access to.

Evergreen Cemetery, being refurbished; dates back to 1800's.

Wells: all wells in town are being looked at for additional capacity and restructuring. Studying possible problems down the road.

Eric: No report

Paul: 50 Winthrop Street is finally town owned and the public is free to go property.

Mark: No report

Phyllis: Organic Garden: has a lease with the town and rents for \$1.00 per year.

Hoping go cover crop this year. 20 full shares and 40 half share will be sold this year.

Adjournment: With no further business before this Committee Paul Marble motioned and Mark Brown seconded and with a unanimous vote of 8-0-0 this meeting was adjourned at: 9:00pm.



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

Approved:

Meeting Minutes: April 27, 2009
Joint meeting with School Committee
Medway Middle School – School Committee meeting room

Call to Order: With a quorum being met Chairman Faist called this meeting to order at: 7:06pm.

Members Present: Chairman Frank Faist, Clerk Phil Giangarra, Member Mark Brown, Member Eric Arbenne, Member Phyllis Cerel, Member Jeffrey DeVolder, Member Jan Fish, Member Paul Marble, and Administrative Assistant Shirley Bliss.

School Committee members: Vice Chairman Diane Borgatti, Vice Chairman, Deborah Trindade Member, Carole Bernstein, Member, Steven Dahl, School Superintendent, Judith Evans, and Business Manager, David Verdolino.

School Committee Report:

David Verdolino reported that the final school budget number is: \$22,258,375. This number includes the Director of IT salary which currently the school carries, but may change as year progresses. Currently position is shared with the Town and seems to be working out well. This budget represents a 0% increase in spending.

He also reported that the Town will receive: \$10,496,646 in state aid.

\$822,437 of the 1.6m stimulus money is proposed to be spent this fiscal year with the remainder being saved for future use. Examples of expenditures: Hire 4 full time instructional Coaches, at a cost of \$200,000; add High School elective teachers at a cost of: \$67,600; implement K-6 Math program at a cost of \$148,700 and the funding of FY10 SPED outside placements at \$298,688. For a complete report please see attached. Mr. Verdolino anticipates a surplus of \$57,152 at fiscal 09 year end. Mr. Verdolino anticipates that the stimulus funds will be available July 1, 2009. Some of the 1.6m is in the form of grants that must be "applied" for, these applications are not yet available, as soon as they are, and Medway will apply. Once application is received there is usually a 2 week turnaround to receive funds. For a portion of the funds, the town must report at year end to the State stating how the funds were spent.

Questions were raised as to the hiring of new personnel who are being paid for by this stimulus money and what will happen in 2 years when the 1.6m per year ends. Mr. Verdolino explained that the Town should be fine because according to the Chapter 70 formula Medway should continue to receive the 1.6m each year; as well as the new positions are already in the budget. The only way the fund amount would change is if Medway's make up changed in composition. Contracts were discussed in as there is a new transportation contract awarded which is very favorable to Medway. The custodial contract is also all set, and the maintenance contract is being discussed at this time.

The increase of 3.7% is caused by contractual issues. Computer leases some are in the final year and other have two (2) payments remaining. Discussions are underway as to purchasing rather than leasing computers in the future. The use of stimulus money will be looked at as a way to purchase new computer.

With no further questions for the School Committee this joint meeting was adjourned at: 7:59pm.

Other Business:

Financial Report:

Salary Account: Phil reported that the current balance in the salary account was: \$576.70 and with several meetings still to come, this balance will just cover expenses.

Reserve Balance: \$41,000 without taking into account the \$5,000 ETR request.

Expense Account: Current balance: \$4051

Printing and mailing of the Warrant book will costs approximately: \$3400

Accounts payable:

Gatehouse Media: \$131.10 – Legal Ads for Public Meeting

Motion to pay: Paul Marble Seconded: Jan Fish Vote: 8-0-0

Leaving available funds at: \$519.90 for remainder of the fiscal year.

ETR for \$5,000

This request is being made by the BOS for the costs of removing trees on Shaw Street that are growing into the street and disrupting traffic flow as well as river flow.

A concern was raised as to the need for an ETR, as the previous ETR for tree removal has yet to be completed.

A motion was made by Phyllis Cerel and seconded by Paul Marble to table this request until the planned May 2nd meeting with the BOS to obtain more information. Vote: 8-0-0

New FinCom Members:

Frank informed Committee members that according to the Charter, FinCom must advertise the openings, current members whose terms are up must reapply if they wish to stay. Shirley will check with Mark Cerel, Town Moderator as to whose responsibility it is to advertise and set up appointments for candidates.

Action Items:

Questions for BOS during May 2nd meeting:

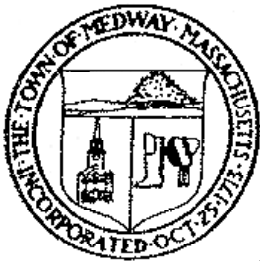
ETR for tree removal

Finance Committee Budget – increase

Finance Committee – overall budget

Chapter 70 formula – is there change coming

Adjournment: With no further business before this Committee Phyllis Cerel motioned and Jan Fish seconded and with a unanimous vote of 8-0-0 this meeting was adjourned at: 8:20pm.



Medway Finance Committee

155 Village Street
Medway, Massachusetts 02053

Frank Faist, Chairman
Larry Ellsworth, Vice Chairman
Phil Giangarra, Clerk
Eric Arbeene, Member
Mark Brown, Member
Phyllis Cerel, Member
Jeff DeVolder, Member
Jan Fish, Member
Paul Marble, Member

Meeting Minutes: May 11, 2009
Medway High School – Room 113
Pre-Special Town Meeting Meeting

Call to Order: With a quorum being met, this meeting was called to order by Chairman Faist at: 6:07pm.

Members Present: Frank Faist, Chairman, Larry Ellsworth, Vice Chairman, Phil Giangarra, Clerk and Members Mark Brown, Phyllis Cerel, Jeff DeVolder, Jan Fish, Paul Marble and Administrative Assistant Shirley Bliss.

The purpose of this meeting was to have final discussions and/or votes on the warrant articles for this Special Town Meeting; all warrant articles were previously discussed and voted upon with the exception of Article 9 which requests the town vote to transfer funds to fund an energy management contract with TRANE. The outcome came in the form of a compromise, the School Committee agreed to the creating of a review team to look over the TRANE contract as long as the review and the Committee's recommendations were done within a 6 week time period. This Committee would hire through the RFP process a consultant who has experience in energy management to review the contract, make suggestions and present to the Committee. This Consultant would be paid out of the Finance Committee budget. With this agreement the process of ordering the necessary elements would be delayed and possibility delaying the project an entire year. The delay could also cause the loss of rebates, increase in interest rates. Town Attorney Barbara St. Andre entered the meeting at this time and stated that the contract is a good solid contract, but questioned savings. A motion was made and unanimously passed to support the Board of Selectman's recommendation to hold off until review board has a chance to go contract and report back to both BOS and School Committee.

Motion: Larry Ellsworth

Seconded: Phil Giangarra

Vote: 8-0-1 With Member Jeff DeVolder abstaining due to employment in this field.

Adjournment:

With no further business before this Committee a motion was made, seconded and unanimously agreed to, to adjourn this meeting at : 6:57pm.



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

Approved:

Meeting Minutes: July 8, 2009

Call to Order: With a quorum being met Vice Chairman Ellsworth called this meeting to order at:

Members Present: Vice Chairman Larry Ellsworth, Member Mark Brown, Member Eric Arbenne, Member Jeffrey O'Neill, Member Cynthia Carle, Member Anthony Pacholec, Member Paul Marble, Member Martin Dietrich, Member Rondi Chapman and Administrative Assistant Shirley Bliss.

Guests: Town Moderator, Mark Cerel, and Town Administrator, Suzanne Kennedy.

Adjournment: With no further business before this Committee _____motioned and _____seconded and with a unanimous vote of _____ this meeting was adjourned at:



Town of Medway
FINANCE COMMITTEE

155 Village Street
Medway MA 02053

Tel: (508) 533-3200

Fax: (508) 533-3201

Approved:

Meeting Minutes: September 9, 2009
Medway Town Hall – Sanford Hall

Call to Order: With a quorum being met this meeting was called to order at:
7:08pm.

Members Present: Chairman, Larry Ellsworth, Vice Chairman, Eric Arbeene, Clerk, Mark Brown, Members: Cynthia Carle, Rondi Chapman, Martin Dietrich, Paul Marble, Jeffrey O'Neill, Anthony Pacholec and Administrative Assistant Shirley Bliss.

Approval of Meeting Minutes:

The August 12, 2009 meeting minutes were approved with noted changes.

Motion: Paul Marble Seconded: Rondi Chapman

Budget Process Calendar:

As nothing formal has been received from the Town Administrator, Suzanne Kennedy, no discussion was held on this topic.

Special Request:

The School Department is request monies to pay for the re-paving/repair of the Middle School parking lot. No figures are available at this time, Chairman Ellsworth will speak with Town Administrator Suzanne Kennedy about fixing this problem for the long term.

Liaison Reports:

Mark Brown: CIPC – nothing to report

Larry Ellsworth: ConCom:

At their last meeting a discussion was held concerning bylaw changes; regulation changes and economic development for the Town. This discussion also included a Public Meeting to discuss these changes, Committee will updated at future meetings on this topic.

A discussion was also held concerning change to the wetlands and setback by-laws. Planning Board member in attendance were against the suggested changes – more discussion will be held prior to a decision.

Liaison Reports:

Anthony Pacholec: Planning Board:

This Committee is planning to come before the town at the Fall Town Meeting to request some by-law changes.

Larry Ellsworth: Board of Selectman:

Bond Rating: A recent report has shown an improvement in the Town's bond rating: Old rate: 2 New Rate: 8

MSBA Loan: Going along, BOS will provide further information in October.

Munis: Going well, Accounts Receivables and General ledgers are all done, Water Bills and Trash bills will be combined. Date to Be announced.

Shaw Street: Mass Highway has the contract and the shoring and the base paving coat will be done this fall; with the final paving coat being done in the spring of 2010.

Jeff O'Neill, Paul Marble, Eric Arbeene and Martin Dietrich:**School Committee:**

Middle School parking lot is on the CIPC list, will follow up with CIPC.

TRANE: The School Committee is planning a Parents Night to walk through and see all the changes. Currently project is on if not ahead of schedule.

Hiring of Staff: All staff for the 2009-2010 school year is completed.

Enrollment: enrollment for this current school year is up 31 additional children.

MCAS Scores: are looking good, final results due in October, 2009.

The school is undertaking necessary corrective actions to assist those students who failed the Math section.

Solar Panels: This was once a part of the TRANE Project, but will now be handled privately. Currently the RFP is out and bids are due: November 15, 2009. TRANE contingency monies will be used to fund the Solar Panels.

Feasibility Study: The School Committee is discussing the idea of hiring a company to do a complete town wide feasibility and assessment study. This study would contain needed repairs/updates as well as costs associated with this comments.

Budget: The 2009 fiscal year budget has been balanced.

Paul Marble: Medway Library:

Merger with Franklin is on track.

Rondi Chapman: Community Preservation:

MaryJane White came before them for monies to preserve records from 2000 forward. The Committee determined that this was not a proper/allowed usage of CPC funds.

John Forresto, Board of Selectman presented a plan for the rehabbing of the Town Hall. Mr. Forresto was told that if the intent was to maintain the historical aspect of the building the Committee would consider it; otherwise rehabbing/remolding is not a proper/allowed use of CPC funds.

Board Comments:

Mark Brown: asked if any member would have a problem with him using Quickbooks to manage the budget. No concerns were voiced.

Open Forum:

Anthony Pacholec: requested a copy of last year's budget book. Shirley will see if she can get one for him.

Paul Marble: suggested to new members that they take a look at last years budgets and prepare any questions they might have for the Committee to which they are the Liaison. He suggested that this be done soon, rather than waiting for March, at which time, a lot of information is given out.

Adjournment:

With no further business before this Committee a motion was made and unanimously passed to adjourn this meeting at: 8:02pm.

Motion: Eric Arbeene Seconded: Rondi Chapman